

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
TUESDAY, AUGUST 6, 2002
8:00 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Kathy Campbell
Larry Hudkins
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Bruce Medcalf, County Clerk
Trish Owen, Chief Deputy County Clerk
JoAnne Kissel, Sinclair Hille

The Staff Meeting was called to order at 8:05 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, AUGUST 1, 2002

No minutes were available and this item was held.

2 SPACE NEEDS MASTER PLAN

A. County Attorney's Office-Gary Lacey, County Attorney

Gary Lacey, Lancaster County Attorney appeared and indicated that he is anticipating the need for forty additional staff within the next ten years. Lacey stated that this was his best-guess scenario. Lacey also indicated that he could see a need for supervisory attorney positions that would oversee attorneys who were divided into units by speciality and a public relations/media staff member at some point due to the growth in Lancaster County.

Commissioner Campbell asked how many of the anticipated forty staff members would be in the child support area. Lacey replied that he could see about eight of the forty being assigned to that area.

Commissioner Workman asked Joanne Kissel of Sinclair Hille about the proposed increase in space needs of the County Attorney's office with the addition of the child support unit. Kissel indicated that the Child Support attorneys would not be moving in right away, that this was part of a phased in program. The current diagram did not reflect the addition of the Child Support unit. Lacey indicated that it is his desire to have the entire fourth floor if possible.

Commissioner Campbell and Commissioner Hudkins expressed discomfort with the proposed addition of forty new employees. Additional discussion was held regarding the idea of an interlocal agreement between the City of Lincoln and Lancaster County to merge their law departments.

B. Public Defender's Office-Dennis Keefe, Public Defender

Dennis Keefe, Lancaster County Public Defender, appeared and stated that he had based his growth projections on historical trends and using various assumptions such as Legislative action and number of law enforcement. Keefe also indicated that his office growth was case driven. This case load and an applicable multiplier were used to make future projections.

Commissioner Hudkins asked Keefe if he was aware of any innovative models for greater efficiencies that may have been discussed at any national conferences. Keefe responded that he was not aware of any new models.

Commissioner Heier questioned both Keefe and Lacey regarding the percentage of staff attorneys who do not attend court on a regular basis. Both indicated that all of their attorneys are in court, the amount of time depending on the type of cases they are handling.

Discussion was held on the current court process and the need for streamlining to save time and dollars.

C. Assessor-Joint departments-Norm Agena, County Assessor Rob Ogden, Chief Field Deputy

Norm Agena, Lancaster County Assessor and Rob Ogden, Chief Field Deputy appeared before the Board to answer questions regarding their proposed space needs.

Commissioner Campbell verified that this office was listed as a modest growth office and stated that this office was part of Phase One. Kissel responded that this was correct.

Agena stated that he is currently seeing the addition of 1500 parcels added annually and his appraisal staff is stretched. Agena indicated that with this growth he will need to add some staff at some point. Cross training will be an option for the time being. There are hopes that improvements in technology will help mitigate this problem, such as the use of palm pilots. Agena does not anticipate any new staffing needs for the Register of Deeds department.

Kissel reminded the Board that this department has been very conservative in their growth estimates and the master plan as currently laid out does not give much room for changes or future expansions.

Discussion was held regarding the Treasurer's office and the options that may be available for service at satellite locations.

D. Sheriff's Office-Terry Wagner, Lancaster County Sheriff

Terry Wagner, Lancaster County Sheriff appeared before the Board and indicated that he is currently projecting no additional space needs for his department.

Kissel clarified that Wagner will have future space needs but that it will not be in the Justice Building.

Commissioner Hudkins cautioned that Wagner's projection of twenty-five new staff members may be too conservative to account for growth and he hopes Wagner is not short changing himself.

Commissioner Campbell questioned whether there were space concerns with the space currently being shared by the City of Lincoln Police Department and the Lancaster County Sheriff's office. Wagner stated the service desk and property storage areas may become an issue that needs to be addressed.

E. Adult Probation Office-Steve Rowoldt, Chief Probation Officer

Steve Rowoldt, Chief Probation Officer, appeared before the Board to discuss his departments future space needs. Kissel indicated that this department will need approximately 12,200 new square feet of space to consolidate their three locations into two.

Commissioner Heier asked if they would prefer to be all located in one area rather than two. Rowoldt said yes, but there was not enough space to make that feasible. Rowoldt indicated that the judges wanted the pre-sentencing unit nearby to avoid problems with no-shows.

Discussion was held on the use of Trabert Hall and the 233 Building as possible locations for this department.

F. Juvenile Court & Juvenile Probation- Juvenile Court Judge Tom Dawson
Lori Griggs, Chief Probation Officer

Judge Tom Dawson and Lori Griggs appeared before the Board and indicated that they are fairly happy with the current space allocation plan. Kissel stated that she is worried about under spacing this department, they have twelve offices currently and all are full. Kissel reported that as part of the phasing program the Juvenile area will be taking over the City Attorney office which should give them more office space.

Commissioner Heier stated that he feels that Juvenile Probation and the Juvenile Court should be located out at the new Juvenile Detention Center allowing the County to provide 'one-stop' service. Commissioner Hudkins concurred.

Griggs indicated that her office would not have a problem with that scenario as long as they are close to the Juvenile Judges.

Judge Dawson stated that he is opposed to any proposal that takes the Juvenile Court out of the Courthouse building. Discussion was held on the problems with attorney and court scheduling when travel times become an issue. Dawson stated that he felt it would also impact other courts and have a fiscal impact to the County.

Dawson indicated to the Board that the need for a fourth juvenile judge does not seem as imminent as he is seeing case loads dropping slightly over time.

Commissioner Hudkins stated that he appreciates the Judge's willingness to communicate with the Commissioners about these issues.

Further discussion was held on current court process practices and some ideas for greater potential efficiencies.

Commissioner Heier questioned whether F3 can play a role in assisting in the process of preparing people for court appearances to cut down on total costs.

Commissioner Hudkins indicated that August 22, 2002 would be the last day to make decisions on space needs for the Public Building Commission.

Commissioner Campbell stated that they need the Board guidance so they can report to the Commission by August 23rd.

Commissioner Heier reiterated his support for moving the Juvenile Court and Probation to the Detention Facility and that the Board's primary concern must be space allocation. Hudkins concurred, stating that this will be necessary especially if the fourth juvenile judge comes on board.

Commissioner Campbell discussed the need for a Court Administrator to assist with the scheduling of court rooms and court times. Campbell feels this is a discussion that needs to be held with all the judges.

Commissioner Hudkins indicated that he is convinced that it is time for the Board to begin a sinking fund for future building at the Detention Facility campus. Heier concurred.

Commissioner Campbell exited the meeting at 9:50 a.m.

Commissioner Stevens questioned the future use of the old Election Commissioners office. Kissel indicated that this building, due to its small size, is more of a swing space building and not a long term facility for anyone.

Discussion was held on the relocation of Doug Ahlberg and Emergency Management and also the relocation of the City Council offices and the television studio. Commissioner Hudkins indicated that this needed to be planned for.

Commissioner Hudkins requested the Kissel put together the current and proposed uses for Trabert Hall. Kissel indicated that she could do that for the Board. Kissel stated that she had felt that Aging Services would be a good anchor for the building to warrant needed improvements.

3 ADJOURNMENT

With no further business before the Board, Commissioner Heier moved to adjourn the meeting. The motion was seconded by Commissioner Hudkins. Voting on the motion: Heier, Hudkins, Stevens and Workman voted aye. Motion carried.

Bruce Medcalf
County Clerk

